

SYSTEMWORKS

February 2006

Keeping Employees Informed about the State's New Human Resource Management System

SYSTEMWORKS

Welcome to the inaugural issue of *SYSTEMWORKS*.

This online newsletter is a publication of the Department of Personnel and Washington Works.

SYSTEMWORKS will bring you the latest news and updates on the state's transitions to the new personnel and payroll computer system – the Human Resource Management System – and how it will affect you!



WASHINGTON GETS A NEW PAYROLL COMPUTER SYSTEM

Washington State is putting in place a new computer system that will change how it processes personnel and payroll information. The new Human Resource Management System (HRMS) is a modern application that will bring the state's personnel and payroll system into the 21st century.

The new system replaces the state's old, inflexible legacy system (known as PAY1), a mainframe computer system that has been in place since the 1970s. The change is big – think Xbox 360 vs. Pong or cell phones vs. rotaries.

WHAT CHANGES WILL STATE EMPLOYEES NOTICE?

The biggest change most state employees will notice is the larger, expanded earnings statement. The new earnings statement replaces the old small-format “pay stub.” The new earnings statement will look like your typical bank statement. It will be printed on letter-sized paper and have more information than the old pay stub. Find a sample of the new earnings statement at <http://hr.dop.wa.gov/EarningsStatement/>.

In addition to a new look, you may notice slight variances in deduction and payment amounts resulting from different calculation and rounding methods used by the new system. For example, HRMS calculates taxes on an annualized basis, rather than per pay period like the old system. Find more information on system calculation differences here:

<http://www.washingtonworks.wa.gov/AllEmployeeStuffer1a.pdf>

Although HRMS is vastly more efficient than its predecessor, most of the changes will be behind the scenes and transparent to the average employee. HRMS will:

- Improve the state's ability to manage its human resources
- Provide more and better data
- Increase the capacity for future system enhancements

When will the state use the new system?

February 2006.....Department of Personnel
April 2006.....First group of 23 agencies *
July 2006..... All remaining agencies

** See page 2 for list of 23 agencies.*

The new system will provide agencies with better data for planning and decision making, and will give employees a better snapshot of their personnel and pay information. ★

FIRST AGENCY SUCCESSFULLY USING NEW SYSTEM

The Department of Personnel (DOP) is already using the new Human Resource Management System! In January 2006, DOP became the first agency to transition to the new system when the agency's payroll and HR staff began converting personnel and payroll information from the old system (PAY1).

DOP employees received their first paycheck (or direct deposit) and earnings statement processed by the new system on February 10, 2006.

According to DOP director Eva Santos, the conversion process went well. "HRMS passed the final test, now the full focus is on transitioning the rest of the state."

Terms to Know...

Earnings Statement: An 8.5 x 11 statement you will receive on paydays. The HRMS earnings statement has expanded and more detailed information than the "pay stub" currently used.

PAY1: The personnel and payroll mainframe computer system the state has used since the 1970s. PAY1 will be replaced by HRMS in 2006.

Some lessons learned from the DOP transition include:

- **Some business processes may change.** In DOP's case, it changed a business process to make the payroll office the central point for entering all leave. In the past, each division entered its own leave.
- **Pre-planning is key.** In HRMS, your leave activity, work schedule and classification can all affect pay. An HR adjustment to one employee's paycheck resulted in the transition's only incorrect paycheck. The same adjustment would not have affected pay in the old system.
- **Communicate.** DOP used its internal newsletter, information sessions for each division and intranet postings to prepare employees for the changes ahead. A poll following the transition showed 97 percent of employees felt adequately prepared.

INITIAL GROUP OF 23 AGENCIES TRANSITIONS TO NEW SYSTEM IN APRIL

The following agencies, boards or commissions will begin using HRMS in April 2006. The remaining agencies will follow in July.

Administrative Office of the Courts
Office of Civil Legal Aid
Court of Appeals
Department of Agriculture
Department of Information Systems
Department of Natural Resources
Department of Retirement Systems
Department of Veterans Affairs
Joint Legislative Audit Review Committee
Joint Legislative Systems Committee
Joint Transportation Committee
Health Care Authority

House of Representatives
Office of Financial Management
Office of the Governor
Office of the State Treasurer
Parks and Recreation Commission
Permanent Statute Law Committee
Senate
Supreme Court
Utilities and Transportation Committee
Washington State Law Library
Washington State Patrol